Alma Information Systems, Inc.

ASP Privacy & Security Policies

Access

How does your system ensure that only authorized users have access to only minimum necessary information?

The system uses user IDs and passwords and allows access to certain program features based on the permissions set for each user by your administrator

Authorization

How does your system authorize users to access information?

Administrator sets the access to information based on user permissions.

Authentication

How does your system ensure that the person accessing the system is who they say they are?

By User names and passwords, you can also employe finger print swipe to insure the proper user is logged into the system.

Audit

What audit procedures are in place that will promote transparency and compliance with access, use, and disclosure requirements?

Audit reports are available for the administrator of the practice to make sure all use and disclosure guidelines are met.

Secondary Uses of Data

How does your system ensure that the use and disclosure of information is limited to appropriate and approved users?

Administrator controls all access and user control over use and disclosure of information.

Data Ownership

Where is the data stored and who owns the data?

Data is stored at HIPPA complaint data centers in Ohio and Indiana. The client owns their own data.

Sensitive Protected Health Information

Sensitive health information refers to select protected health information (PHI). Federal and state laws impose heightened privacy and security requirements upon the disclosure of certain types of PHI that may be considered particularly private or sensitive to a patient such as genetic information, psychotherapy notes, substance abuse treatment records, etc.

Yes **No**

☑ □ *Does your system have the ability to identify PHI that is sensitive?*

If yes, explain: Administrators can control access to PHI and provide view only access or no access at all

☑ □ *Does your system have the ability to prohibit sensitive PHI from being shared electronically?*

If yes, explain: Clients can exclude patients from sharing their information electronically at the request of the patient or the provider.

☑ □ *Does your system have the ability to break the glass (Break the glass refers to the ability to obtain health information in emergency situations where consumer consent has not been granted)?*

If yes, explain: Remote access and user permissions can be set to make information available or not, based on the settings the admin sets.

Consumer Accounting of Disclosures

How does your system generate reports for consumer of access to their records?

Via the secure patient portal, patients can request their records and they can be viewed through the patient portal, printed or sent electronically to authorized users only.

Secondary Data Use

Does your EHR system have provisions which allow the EHR vendor to extract a Limited Data Set of patient information to use for research purposes by the EHR vendor or a third party, if the practice agrees to participate in a study?

Yes